GDIT/United States DoS Nonimmigrant Visa Instructions

Please read these instructions in their entirety. Failure to comply with these instructions may delay the processing of your U.S. Nonimmigrant Visa application.

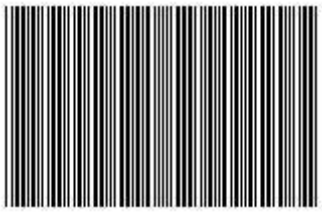
To complete this application for a U.S. Nonimmigrant Visa, each applicant listed below must appear with supporting Visa application documents for an in-person interview at the U.S. Consular Section.

Please gather the documents for each applicant listed below. Have each of the applicants bring a copy of their individual instructions with them to the Consular Section interview.

Instructions for Mercy Wambui Ndicho

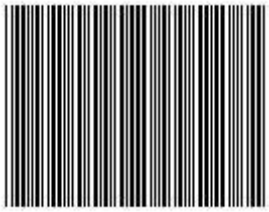
Applicant Name	**Mercy Wambui Ndicho**
Visa Class	J1 Work Exchange Visitor (e.g., teacher, intern, summer work)
DS-160 Number	AA00EG1DN5
Passport Number	BK443803

DS-160 Number



AA00EG1DN5

Passport Number



BK443803

You must appear for an in-person interview at the Consular Section. Please gather the documents listed below and bring them with you to your interview and a copy of these instructions.

Minors under 18 years of age must be accompanied by both parents. Single parents must present proof of sole custody or death of other parent.

Parents traveling with children under age 18:

If two parents are listed on the birth certificate, both must appear at the visa interview and give consent for their child to travel to the United States. Those who are now single parents must provide a court order confirming that they are the sole guardian of the child. If the certificate of birth was issued by the Republic of Kenya, the court order should be obtained from the Children's Court of the High Court of Kenya.

In general, only Visa applicants with scheduled appointments are allowed to enter the Consular Section. Please do NOT arrive at the Consular Section more than 15 minutes before your scheduled appointment time. There is no need to arrive earlier. Applicants will be allowed to enter only at their scheduled time. Parents or legal guardians are allowed to accompany minor children. For special instructions concerning translators or caregivers, visit the Consular Section website.

All visitors to the Consular Section are screened by security personnel prior to entry. To learn more about the security precautions and restrictions please visit the Consular Section Web site at https://ke.usembassy.gov/information-on-new-entry-policy-at-the-consular-section/ (https://ke.usembassy.gov/information-on-new-entry-policy-at-the-consular-section/).

Consular Section Interview Date:
4 June, 2025, 11:00 Nairobi local time

Consular Section Location:
United Nations Avenue Nairobi
P. O. Box 606 Village Market
Nairobi
00621
You have until 03 June, 2025, 14:00 Nairobi local time to cancel or reschedule your appointment. You can cancel or reschedule your appointment from the "Applicant Summary Page".

General Required Documents - For All Visa Types

The following documents are required for all visa types:

1. Current Passport valid for travel to the United States. The passport must be valid for at least six months beyond the period of stay in the United States (unless exempt by country-specific agreements (https://www.cbp.gov/document/bulletins/six-month-club-update).)
2. Passport containing the most recently issued U.S. visa (if applicable).
3. Nonimmigrant Visa Application, Form DS-160 confirmation page.
4. Confirmation and Instructions page printed from this website
5. One 5 x 5 cm (2 x 2 inches) color photo taken within the last 6 months. Further details regarding Department of State photo guidelines can be found at: https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/photos.html (https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/photos.html).

If you are attending an appointment in person, you must bring original documents. If you are eligible to send your documents via courier, you must send your current valid passport and the prior passport containing the most recently issued U.S visa (if applicable), as well as the DS-160 confirmation page and copies of any other supporting documents. Please see the section below for a list of supporting documents required for each visa type.

(J) EXCHANGE VISITOR

- Original Certificate of Eligibility for Exchange Visitor Status, Form DS-2019 - A SEVIS-generated Form DS-2019 is provided by the program sponsor after the sponsor enters the exchange visitor's information into the SEVIS system. All exchange visitors, including spouses and minor children, must be registered in the Student and Exchange Visitor Information System (SEVIS). Each person receives a separate Form DS-2019.
- Training/Internship Placement Plan, Form DS-7002 - In addition to the Form DS 2019, participants in the J-1 Trainee and Intern categories require Form DS 7002 (based on Box 7 on Form DS-2019). Learn more about the Trainee and Intern programs at https://travel.state.gov/content/travel/en/us-visas/study.html (https://travel.state.gov/content/travel/en/us-visas/study.html).

- The Student and Exchange Visa Information System (SEVIS) I-901 fee receipt. For additional information about who is required pay this fee, please see SEVP on the Web at http://www.fmjfee.com (http://www.fmjfee.com).

When attending an in-person consular interview, additional documents may be requested to establish if you are qualified for the visa. If you qualify for NOT attending an in-person consular interview, submit only the required documents specifically listed on the instruction page.

For example, additional requested documents for an in-person interview may include evidence of:

- The purpose of your trip
- Your intent to depart the United States after your trip; and/or
- Your ability to pay all the costs of your trip.
- Evidence of your employment and/or family ties may be sufficient to show the purpose of your trip and your intent to return to your home country.
- If you cannot cover all the costs for your trip, you may show evidence that another person will cover some or all of the costs for your trip.

Visa Issuance Fee (Reciprocity Fee)

Depending on the applicant's country of citizenship and the visa type, the applicant may also be required to pay an additional fee for visa issuance, known as a reciprocity fee. Detailed information about reciprocity fees can be found at https://travel.state.gov/content/travel/en/us-visas/Visa-Reciprocity-and-Civil-Documents-by-Country.html (https://travel.state.gov/content/travel/en/us-visas/Visa-Reciprocity-and-Civil-Documents-by-Country.html)

Document Return

Delivery Type:	Delivery Address:
Point-of-Sale Delivery	**DHL House, Nyayo Stadium Roundabout** **Corner Lusaka rd and Witu Rd.** **Nairobi, NI, 200** **Kenya**

You only have until 4 June, 2025, 06:00 local time to change the location where your visa documents will be delivered. After the time indicated above, the option to change the courier location will be deactivated from your account and at this point no courier changes will be allowed.